

# **INSTRUCTIONS FOR COMPLETING THE ADS/EMPL SECURITY FORM**

**TSS ADMINISTRATOR:** ADS ACCESS REQUIRES TSS PROFILE GAXAUTH2

- (1) **ORG ID FOR ADS:** For ADS this is your Department ID.
- (2) **GGCC SIGNON:** (Provided by your Top Secret Administrator or by GGCC) This is the User ID assigned to the user to access GGCC.  
**Your form cannot be processed without this User ID. For assistance call GGCC Help Desk @ (303) 239-4357 or E-Mail to [helpdesk2@state.co.us](mailto:helpdesk2@state.co.us)**
- (3) **AGENCY CODES FOR EMPL:** If your Department has more than one agency code and you want access to all of those agencies you need to enter "ALL" in this field. If you do not want access to all agencies, please specify the individual agency codes that you want.
- (4) **CHECK ALL THAT APPLY:** SO THAT WE CAN DETERMINE YOUR ACCESS NEEDS.
- (5) **EMPLOYEE NAME:** This is the user's name as it appears in the EMPL system.
- (6) **EMPLOYEE SS#:** Enter user's social security number here.
- (7) **EMPLOYEE'S WORK PHONE NO.:** Work phone where the user may be reached.
- (8) **FAX NO:** Fax number where the user receives faxes.
- (9) **EMPLOYEE'S E-MAIL ADDRESS:** User's E-mail Address
- (10) **PERSONNEL ADMINISTRATOR'S SIGNATURE:** Please have the form signed by the Personnel Administrator for EMPL and ADS access.
- (11) **Printed Name:** Please print the name of the Personnel Administrator.
- (12) **PHONE NUMBER:** Work telephone number where Personnel Administrator can be reached.
- (13) **FAX NUMBER:** Where can we send a copy of the completed security form.
- (14) **DATE:** Date signed by the Security Administrator.
- (15) **EMPL:** Mark the **one** box that applies.
- (16) **ADS:** Mark the **one** box that applies. Please include Printer ID. If you do not have a printer ID please contact Dennis Thompson (303-866-4642). **Security access will not be released to you until you have successfully completed ADS training.** To schedule training, call Dennis Thompson at (303) 866-4642.

## **SECURITY TIPS FOR ADS/EMPL**

If you get a security error, look at the first 3 letters in the error message. If it starts with TSS, that is a Top Secret Security error and you need to contact your Top Secret Security Administrator. If the error begins with NAT, that is Natural Security and you need to email the EMPL Helpdesk at [hr.support@state.co.us](mailto:hr.support@state.co.us)

When the system prompts you to change your password, it would be a good idea to change your other passwords at the same time so that you can use the same password in each system and keep your passwords on the same 30-day cycle.

**DoIT Helpdesk Phone numbers (303) 239-4357 or Toll Free (877) 632-2487 –  
E-Mail: [helpdesk2@state.co.us](mailto:helpdesk2@state.co.us)**

## ***EMPL/ADS SECURITY ACCESS AUTHORIZATION***

### ***STATEMENT OF COMPLIANCE***

- State of Colorado employees may be granted access to the EMPL/ADS systems, for official business purposes only. These systems contain both public and confidential information and access shall not be granted to anyone for general perusal of a state agency's personnel/payroll records or reports.
- The release of any information to the public, supplied through automated processes, shall not take place unless the following events have transpired:
  - Written requisition delineating the desired information, records or data must be received by the official custodian.
  - The official custodian must determine if the disclosure of requested information, record, or data is within the law.
- In order to protect the integrity of the systems' data, employees granted access are responsible for their use of the system data and reports, including the safeguard of assigned User IDs and passwords.
- User ID and passwords are assigned to individual State of Colorado employees and are not to be shared or passed on to others. Sharing user IDs and passwords may result in revocation of system access.
- Separation from the State of Colorado, or moving to a position where system access is not required to perform business functions, will terminate rights to access EMPL/ADS.

I have read, understand, and will conform to the above statements.

Employee Name (Please print or type) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Employee Signature Date \_\_\_\_\_

**ADS/EMPL SECURITY ACCESS AUTHORIZATION REQUEST FORM**  
**\*\*\*PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING\*\*\***  
**\*\*\*EVERY USER SHOULD HAVE A COPY OF THE INSTRUCTIONS\*\*\***

<b>(1) ORG ID/NAME FOR ADS</b>	<b>(2) GGCC SIGNON</b>	<b>(3) AGENCY CODES FOR EMPL</b>	<b>(4) CHECK ALL THAT APPLY</b> <input type="checkbox"/> PERSONNEL <input type="checkbox"/> ACCOUNTING <input type="checkbox"/> BENEFITS <input type="checkbox"/> PAYROLL
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<b>(5) Employee Name:</b> _____	<b>(6) Employee SS#:</b> _____
<b>(7) Employee Work Phone No.</b> _(____)_____	<b>(8) Employee FAX No.</b> _(____)_____
<b>(9) E-Mail Address:</b> _____	

<b>(10)</b> _____ PERSONNEL ADMINISTRATOR SIGNATURE	<b>(11)</b> _____ Printed Name
<b>(12) Phone No.</b> _(____)_____ <b>(13) Fax No.</b> _(____)_____ <b>(14) Date</b> ____/____/____	

<b>(15) EMPL</b>  <input type="checkbox"/> UPDATE (Includes Inquiry) <input type="checkbox"/> INQUIRY ONLY <input type="checkbox"/> REVOKE ACCESS	<b>(16) ADS PRINTER ID</b> _____  <input type="checkbox"/> ADS ACCESS <input type="checkbox"/> REVOKE ACCESS <input type="checkbox"/> G.CXXXXXX.DOWL (GFB only) <input type="checkbox"/> G.CXXXXXX.RPTDOWN (GFB only) <input type="checkbox"/> G.CXXXXXX.LTRDOWN (GFB only)
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**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

<b>EMPL Use Only</b>	<b>ADS Use Only</b>	<b>EMPL TABLE UPDATED</b>	<b>DATASET UPDATED</b>	<b>STATEMENT OF COMPLIANCE</b>
<b>OPERATOR ID</b>	<b>OPERATOR ID</b>			
<b>PASSWORD</b>	<b>PASSWORD</b>			
<b>LEVEL</b>	<b>LEVEL</b>			
<b>SSN</b>	<b>SSN</b>			
<b>UPDATE/DELETE</b>	<b>UPDATE/DELETE</b>			
<b>DATE/INITIAL</b>	<b>DATE/INITIAL</b>			